



Hotel Committee Mandate

May 2017

The Component Hotel Committee shall be comprised of the Component Hotel Committee Chairperson and the Local Hotel Committee representatives.

Mandate of the Component Hotel Committee Chairperson:

1. Work closely with the Component President of his/her designate to ensure that the collective agreement is upheld and implemented by the employer and that hotel and crew transportation issues affecting the members are addressed.
2. Interact with the company under the provisions of Article 21.02 of the Collective Agreement.
3. Will forward in writing all final CUPE Representative Hotel Reports, along with recommendations regarding concurrence to the Component President. Any concurrence concerning hotels pursuant to the Collective Agreement must be approved by the Component President.
4. Maintain an up to date hotel and transportation list.
5. Monitor and address with the company all hotel issues and answer all questions from ACCEX and/or the Local with regards to any issues or concerns. The Component Hotel Committee Chairperson will compile a list of hotel and crew transportation complaints on a spreadsheet and follow up directly with the company representative to ensure issues are addressed and Committee members are kept up to date.
6. Provide a quarterly report for ACCEX meetings.
7. Draft membership bulletins for the approval of the Component President.
8. Ensure the proper functioning of the Component Committee by:
 - a. Ensure that the hotel representatives are fully trained and knowledgeable.
 - b. Have a quarterly meeting, via telephone or internet, and at a minimum of one (1) meeting should take place on a face to face basis.
9. Manage the approved Committee budget in cooperation with the Component Secretary-Treasurer, in accordance with the Component Bylaws.



Hotel Committee Mandate

May 2017

10. Promote the Union policy of having a minimum of two (2) CUPE representatives whenever meeting with the employer on official Union business.
11. All written Committee communications will be copied to the Component President.
12. Verify that the Committee flight release requests are properly actioned by the Component President and the employer and report any discrepancies to the Component President.
13. Work with the Component Health & Safety representatives on hotel and crew transportation matters as required.
14. Schedule Local Hotel Committee representatives on hotel and crew transportation matters as required.
15. Schedule Local Hotel Committee representatives to inspection equally and in the most efficient manner for the Union.
16. Liaise with all Committee members on the reporting procedures and the direction of the hotel inspection.